



## **NEW DWELLING CHECKLIST**

### TOWN OF SEEKONK BUILDING DEPARTMENT

**All permit packages must be complete including all of the below listed items before being submitted to the Building Department for review. Incomplete packages will not be accepted or held pending missing documentation and will be returned to the applicant.**

- ✓ **FIRE DEPARTMENT** – Bring two sets of 11"x17" sized plans to the Fire Department for review PRIOR to applying for permit with Building Department. Once approved the Fire Dept. will contact you for pick up & return 1 copy to you that must be presented to the Building Dept. upon application for permit.
- ✓ **BOARD OF HEALTH** – Provide applications / documentation to the BOH for the below items, approved plans will be submitted to Building Department by the Health Agent once approved.
  - Approved Septic Design stamped by Board of Health Agent.
  - Well Completion - Potable water report approved by Board of Health Agent.
- ✓ **CONSERVATION** – If there are wetlands on or near your build site we recommend visiting the Conservation Agent for review so that any additional required setbacks may be added to your plans as required on Certified Plot Plan. Approval will be processed by the Building Department upon receipt of completed application package.
- ✓ **CURB CUT / DRIVEWAY PERMIT** – To be applied for using Online Permitting with the Department of Public Works – located at 871 Taunton Avenue, Seekonk, MA 02771 – 508-336-7407
- ✓ **WATER CONNECTION PERMIT OR BOH APPROVED WELL REPORT** – Connection permit to be applied for at the Seekonk Water District - located at 50 Water Lane, Seekonk, MA 02771 – 508-761-8170
- ✓ **CERTIFIED PLOT PLAN / SITE PLAN** – Showing proposed dwelling & setbacks as per Town of Seekonk Zoning By-Law Section 5.1.4 and any required Conservation buffer zones.
- ✓ **BUILDING DEPARTMENT** –
  - Building Permit Application
  - Workers Compensation Insurance Affidavit
  - Copy of contractor license OR Homeowner Exemption Affidavit
  - Certificate of Insurance (not required if using Homeowner Exemption)
  - Debris Disposal Form
  - 1 set of 11"x17" sized Fire Dept stamped plans
- ✓ **ENERGY CODE** – HERS rating report – contact a HERS rater to review plans & provide copy of their report. To find a local HERS rater go to <https://www.hersindex.com>
- ✓ **STAMPED STRUCTUALS** – for manufactured or engineered lumber: i.e.: LVL's steel beams and trusses
- ✓ **STAMPED TRUSS PLAN** – Master plan must be stamped when applying with Building Department